IN REPLY
REFER TO DDC J-6

MEMORANDUM FOR DDC CENTER COMMANDERS

SUBJECT: Policy Letter, Assignment of Electronic Document Management Service (EDMS) User Licenses

The purpose of this policy letter is to establish DDC procedures by which DDC may assign EDMS user licenses to DDC Field Activity personnel and authorize non-DDC personnel access to DDC documents.

The Document Automation and Production Service (DAPS) is working with the Defense Distribution Center to develop and deploy a modern electronic document conversion and storage system. Deployment of this system to each of the DAPS facilities collocated with each of the 22 Distribution Centers is on-going and is expected to be completed by September 2003.

EDMS user licenses authorize individuals' access via the EDMS web site to documents scanned into the EDMS system. In order to control cost and ensure document security, it is imperative that only authorized personnel are granted access according to the procedures outlined in the attachments.
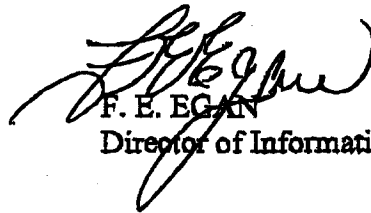
DDC will determine the number of user licenses authorized each activity according to the size of the activity and the number of reported users at the time of installation of the system. Requests for additional licenses will be forwarded to DDC J-8 via J-6. EDMS site administrators along with the EDMS project officer are responsible to ensure that the number of authorized users does not exceed the number of authorized licenses.

It is the DDC's intent to fund licenses only for authorized DDC users. Per the procedures outlined in Attachment 1, each activity will authorize the issuance of EDMS user licenses to DDC personnel only. Procedures for authorizing user access to DDC documents to non-DDC personnel (customers) are outlined in Attachment 2.

When an authorized user transfers, retires, or for other reasons is no longer in need of a user license, it is the responsibility of the EDMS site administrator to inactivate the users account at which time the license will be available for reassignment within the activity or returned to the EDMS project officer for reallocation. Procedures for deactivating a user account are outlined in Attachment 3. Accounts for users that have been inactive for 180 days will automatically be inactivated by the EDMS program and be made available for reassignment.

Questions or concerns may be directed to Thomas Jablonski, DDC J-6, at DSN 771-5600, commercial (717) 770-4905, fax number (717) 770-5858, or email tjablonski@ddc.dla.mil.

F. E. EGAN
Director of Information Operations

cc:
DAPS

Procedures for Issuing Electronic Document Management Service (EDMS) User Licenses

DDC Personnel Only

DDC personnel, including Field Activity personnel, that require access to DDC documents scanned into the EDMS system must first apply for a user license in accordance with the procedures outlined below.

1. Log on to the EDMS web site at edms.daps.dla.mil using either the Internet Explorer or Netscape Navigator browser.
2. Move the mouse over and click on "Need an Account?".
3. On the Account Instructions screen, click on the highlighted and underlined word "application" shown in both the second and seventh lines of text.
4. Fill out the application completely as directed on the Account Request - Application screen. After completing the application, check the "Statement of Accountability" box and click on the "Submit" button.
5. The application is electronically transmitted to the local site EDMS administrator. The local site administrator will ensure the person requesting a user license has a valid need to access the documents and that a license is available prior to approving access.
6. When approving an application, the local site administrator will grant access to "view local documents" only.
7. Once the local site administrator has approved access to EDMS, the authorization is transmitted to the DAPS EDMS Hub administrator to create an account.
8. When the account is created, the user is provided a user name and password via e-mail. The user will be required to change the password upon their initial login.

Attachment 1

Procedures for Issuing Electronic Document Management Service (EDMS) User Licenses

NON-DDC Personnel

Non-DDC personnel, including Field Activity customers, that require access to DDC documents scanned into the EDMS system, must first apply for authorization from the DDC and then purchase a user license from DAPS, in accordance with the procedures outlined below.

1. Obtain and complete an EDMS System Account and Authorization Request (SAAR) (see Attachment 4) from the local DD EDMS site administrator. After the site administrator completes the certification in Part II of the form, FAX the completed form to DDC HQ J3/4, Center Manager and DDC HQ J-6 EDMS Project Manager at 717-770-5858 or DSN 771-5858.

2. The DDC J3/4 Center Manager will review the application and recommend approval or disapproval and forward the application to the DDC J-6 for approval. The DDC J-6 EDMS Project Officer will return the completed application to the local site administrator for further action.

3. When the approved application is returned, the requestor will deliver the application and a MIPR to the local DAPS office to purchase a web user license.

4. Upon receipt of the approved SAAR and MIPR, DAPS will assist the requestor in completing the online EDMS application on the EDMS web site at edms.daps.dla.mil, as described in Attachment (1). In the "Notes" section of the application, DAPS will type in the following, "An approved SAAR and MIPR have been received."

5. The application is electronically transmitted to the local site EDMS administrator. The local site administrator will grant access to "view local documents" only.

6. Once the site administrator has granted access to EDMS, the authorization is transmitted to the DAPS EDMS Hub administrator to create an account.

7. When the account is created, the user is provided with a user name and password via e-mail. The user will be required to change the password upon their initial login.

Procedures for **Deactivating** an Electronic Document Management Service (EDMS) Account

All Users

DDC and Non-DDC personnel, including Field Activity personnel that no longer require access to the EDMS system will close out their account in accordance with the procedures outlined below.

1. When an authorized DDC or Non-DDC user no longer requires access to EDMS due to a transfer, change of function, retirement, or for any other reason they will report their situation to the local site administrator and request that their account be deactivated.
2. The local site administrator will log on to the EDMS web site at edms.daps.dla.mil using either the Internet Explorer or Netscape Navigator browser.
3. At the EDMS Home Page the site administrator will:
   a. Move the mouse over and click on "Administration".
   b. On the Administration screen the site administrator will click on "Browse Users".
   c. Find the user in list and click the status field for the user they want to deactivate. Clicking on the status field will change the users status from active to inactive.
   d. A confirmation block will appear and the site administrator will confirm the change.
   e. The Browse Users page will refresh showing the new status.
4. Once the account is deactivated the license is available for reassignment to another user, when required.
5. The EDMS user license can be reassigned using the procedures outlined in Attachments 1 and 2.

EDMS
SYSTEM ACCOUNT AND AUTHORIZATION REQUEST

Privacy Act Statement

Public Law 99-474, the Counterfeit Access Device and Computer Fraud and Abuse Act of 1984, authorizes the collection of this information. The information will be used to verify that you are an authorized user of a Government automated information system (AIS) and/or to verify your level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent the processing of your account request.

Part I (To Be Completed By The Applicant)		
Directions: *Please complete the form below in full and submit it to your local EDMS Site Administrator. All fields marked with an asterisk (*) are required.*		
*REQUEST TYPE ☑ Initial Request ▦ Modification ▦ Deletion		***DATE (DD/MM/YYYY)**
*LAST NAME	***FIRST NAME**	**MI** **SUFFIX (Jr., Sr., etc.)**
*SSN (Last 6 Digits Only)	***PHONE NUMBER**	**DSN**
*E-MAIL ADDRESS	***LOCATION**	
*ORGANIZATION	***JOB TITLE**	
GRADE / RANK	***SUPERVISOR / SPONSORING ACTIVITY**	
*REQUESTED PERMISSIONS ☐ View Local Documents ☐ QA Local Documents ☐ Local Site Administration ☐ View All Documents ☐ QA All Documents ☐ Enterprise Administration		
STATEMENT OF ACCOUNTABILITY *By submitting this request, I confirm my obligation to protect my password. I assume the responsibility for the data and system to which I am granted access. I will not exceed or attempt to exceed my authorized access.*		
NOTES		

Part II (To Be Completed By The Site Administrator)	
Directions: Please make any necessary changes to the form and send it to your DDC J-3/4 Center Manager and J-6 EDMS Project Manager for final approval and activation.	
VERIFICATION OF NEED-TO-KNOW *By submitting this form, I certify that this applicant requires the type of access described above in the performance of his/her job function.*	
*SITE ADMINISTRATOR	***DATE (DD/MM/YYYY)**

Part III (To Be Completed By DDC HQ)	
DDC J-3/4 Center Manager **Recommend approval/disapproval**	**Date**
DDC J-6 EDMS Project Manager **Approved/Disapproved**	**Date**

Attachment 4